

## LEELANAU COUNTY ROAD COMMISSION

### JOB DESCRIPTION

JOB TITLE: **MANAGING DIRECTOR**  
FLSA: EXEMPT  
BARGAINING UNIT: *N/A*  
REPORTS TO: WORKS UNDER SUPERVISION OF THE LEELANAU COUNTY BOARD OF ROAD COMMISSIONERS

### GENERAL SUMMARY

Serves as the chief administrative officer that manages all activities and departments of the Road Commission. Makes recommendation concerning policy, assists in the development and implementation of procedures for all departments. Provides general leadership and direction to the Board of Road Commissioners. Develops long term and short term goals, objectives, strategies and utilizes comprehensive planning resources. Serves as spokesperson for the Board of Road Commissioners on matters of established policy or preliminary program development. Serves as liaison with local, state and federal agencies. Responsible for carrying out all activities of the office in a manner that fulfills the Board mission, policies and procedures.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Implement the policies of the Board and the laws of the State pertaining to roads.
2. Prepares agenda and attends all meetings of the Road Commissioners to advise counsel and present pertinent data or information to aid in establishing policy and making decisions to guide management.
3. Reviews and analyzes staff recommendations, department activities and plans to determine performance levels and adherence to statutory and Board requirements.
4. Holds periodic staff meetings with staff providing advice, counsel and direction in problem resolution.
5. Planning, assisting and monitoring of expenditures from approved budget.
6. Plans and recommends future directions, improvements, levels of service, goals, and financial needs of the Road Commission.
7. Initiates correspondence and other actions in response to law suits, insurance and bond issues.
8. Serves on various local, state, and federal committees of several highway oriented associations.
9. Represents the Board at meetings with township, county and state officials. Interprets Road Commission policy at public or social meetings.
10. Makes field inspections of maintenance operations and construction projects.
11. Coordinates the organization's media and public relation efforts, including: speaking to community groups, maintaining relationship with media representatives and writing and speaking on a variety of subjects relating to roads.
12. Participates in labor negotiations and works with staff on personnel problems and grievances.
13. Insures compliance with Road Commission Equal Opportunity Program.

14. Supervises and has authority over all salaried and hourly employees including, but not limited to, recruitment, hiring, job descriptions, delegation of authority, assignment of duties, performance review, promotions and discipline, up to and including discharge. This authority may be further defined by any collective bargaining agreement the Board may have in effect that includes part or all of the employee workforce.
15. Makes recommendations to the Board regarding levels of staffing for the entire workforce and wage adjustments for non-bargaining unit employees in accordance with the Board's approved budget.
16. In conjunction with legal counsel, represents and advises the Board on legal matters. Insures the compliance with all regulations and guidelines of federal and State agencies.
17. Helps with winter rotation work to review the need for, mobilize, and supervise maintenance crews on weekends and holidays.
18. Assist with on-call for accidents, road obstructions, and tree removal calls from local enforcement or emergency departments.
19. Supervises all purchasing and stock control activities. Schedules bid dates, analyzes bids, and recommends awards of annual material bids to the Board. Prepares, or assists with preparation of bid specifications.

The duties stated herein are intended to describe the essential functions being performed by an individual assigned to this classification and is not to be construed as a list of all the duties and responsibilities.

Performs other duties as directed by the Board of County Road Commissioners.

#### **EDUCATION AND EXPERIENCE**

Preferably a B.S. in Business Administration, Engineering, Public Administration, or related discipline and preferably ten (10) years of progressively responsible experience in construction, engineering, public works, road commission, administration and management.

#### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

1. Must possess a valid Michigan Driver's License.
2. Some knowledge of civil engineering principles, practices and methods as applicable to a municipal setting.
3. Ability to understand mechanical, civil and technical processes including reading and understanding specifications and blueprints as they relate to road construction.
4. Appropriate interpersonal skills to effectively supervise other employees.
5. Ability to prepare and maintain accurate records, correspondence and reports.
6. Ability to communicate tactfully and effectively with the public, government officials, management and other employees in both written and verbal levels.
7. Ability to utilize computer programs and other information processing systems.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, work, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds, and reach shelves or file cabinets from floor level to 72 inches above the floor for general filing and review.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee routinely works in the office environment; normal levels of sounds in the work place; natural and artificial lighting. However, while performing the duties of this job, the employee occasionally works in: outside weather conditions; works near moving mechanical parts; in high, precarious places; exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; extreme cold or heat; noise and vibration.

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified, nor a guarantee that the duties as described will only be performed by personnel assigned to this job description. The Employer reserves the right to revise the duties and responsibilities of this position at any time in its sole discretion.

*Revised at a regular meeting of the Board of Road Commissioners, February 1, 2016.*